



Embassy of the United States of America  
Kyiv, Ukraine

## JOB OPPORTUNITY ANNOUNCEMENT

# 039(2)

Date: September 29, 2014

**TO: ALL MISSION PERSONNEL**

**FROM: MAURA PELLET – HUMAN RESOURCES OFFICER**

**SUBJECT: DEPUTY LOCAL GUARD FORCE (LGF) SUPERVISOR**

Employees are invited to apply for this position or refer *qualified and eligible* candidates to the Embassy Human Resources Office. *Application procedure* is outlined at the end of this notice. Questions should be directed to the Human Resources Office.

**POSITION TITLE:** DEPUTY LGF SUPERVISOR

**OPEN TO:** ALL INTERESTED CANDIDATES

**GRADE LEVEL:** FSN-07, FP-07\* (Full Performance Level)  
FSN-06, FP-08\* (Training Level)

**WORK HOURS:** Full Time, 40 hours per week

**POSITION TYPE:** Permanent

**OFFICE LOCATION:** Regional Security Office/Local Guard Force

**OPENING DATE:** Immediate

**DEADLINE:** October 14, 2014 at 6 P.M. Kyiv Time

*\*FP –07/08 is subject for confirmation with Washington.*

**IMPORTANT ELIGIBILITY NOTE:**

ALL U.S. CITIZEN, WHO ARE ORDINARILY RESIDENTS IN UKRAINE AND THIRD COUNTRY NATIONAL APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION. SUCH APPLICANTS ARE REQUESTED TO ATTACH COPY OF THEIR **RESIDENCY PERMIT** TO THE APPLICATION.

### **BASIC FUNCTION OF POSITION:**

Provides support to the Local Guard Force Supervisor on all matters relative to the coordination, integration, and synchronization of staff actions, events, and activities involving policy, programmatic, and operational issues for Local Guard Force (LGF). The Deputy LGF Supervisor assists in the day-to-day management of the LGF, including supervising employees and operations, completion of daily reports, scheduling employees, interviewing, and intervening in employee relations issues.

### **MAJOR DUTIES AND RESPONSIBILITIES:**

#### **Local Guard Force (LGF) Administration:**

**45%**

- Directly supervises and rates five shift supervisors.
- Responsible for drafting the bi-weekly LGF schedule and proper Time and Attendance reporting and submission into the T&A database. Prepares yearly leave schedules for entire LGF in advance to avoid staffing problems.
- Assists with keeping current all General and Post Orders.
- Participates in job interviews and advises during selection process for LGF to the LGF Supervisor and RSO in charge.
- Reviews any discipline or performance cases among LGF, and implements appropriate procedures to document, address, and correct any problems in these areas. May provide counseling, on the job trainings, and written statements to the subject employee.
- Ensures that shift supervisors are properly documenting and communicating the performance of their staff. Reports up any non-standard cases and advises on action to be taken.
- Oversees the LGF training program to ensure all training needs are met, and training opportunities are fairly utilized.
- Is responsible for the correct usage, dispersal and inventory of equipment issued to LGF personnel.
- Assists in monitoring the LGF budget, makes procurement requests, and recommendations for necessary equipment, and supplies. Advises RSO on supplies, tools, and equipment needs. Provides input during budget estimation to RSO/DRSO/ARSO.

#### **Security Services:**

**45%**

- Inspects all Posts on a daily basis by foot and using the US Government Owned Vehicle.
- Provides guidelines to members of the guard force team.
- Works in close cooperation with the Surveillance Detection Unit to assure that all pertinent threat information is shared amongst the LGF and that all possible defensive measures are put in place to protect the Mission.
- Assists in keeping the RSO/LFG vehicle patrols operating. Works directly with motor pool supervisor to schedule service and replacement vehicles.

- Stays in constant communication with RSO/DRSO/ARSO to ensure the highest quality of protective services for the Mission.
- On-call 24 hours per day to respond to extraordinary circumstances that should arise.
- Responsible for immediately informing RSO/DRSO/ARSO and/or MSG of security incidents or potentially hazardous situations that pose any threat to the Mission.
- Reviews all incident reports and meet with RSO/DRSO/ARSO on a daily basis to discuss possible threats and procedures to resolve incidents.
- Works closely with the Foreign Service National Investigators to relay security incident reports and coordinate their investigation efforts.
- Assists in coordinating security for all Mission special events from receptions at the Ambassador's Residence to the Marine Corps Ball. These responsibilities require the LGF Program Manager to assume duties that range from a static guard who helps to check guest invitations to a representative of the Regional Security Office who should interact as a liaison with Ukrainian Political and Law Enforcement Officials.

**Law Enforcement Liaison:**

**5%**

- Assists RSO/DRSO/ARSO with liaison and translation/interpretation with the Security Service of Ukraine, local law enforcement agencies, and Government of Ukraine ministries and lower departments.
- Interact with local police to ensure correct information is passed to allow for investigation of crimes against Mission personnel and property.
- Contact the Ukrainian National Guard whether they have information or concerns that are pertinent to the security of the Mission.
- Responsible for initiating document and suspicious activity checks with the National Guard.
- Provide translation and interpretation skills for visiting U.S. officials as well as working alongside of U.S. Law Enforcement agents to ensure the highest level of security for all visits.

**Other duties as assigned:**

**5%**

**REQUIRED QUALIFICATIONS FOR THE FULL-PERFORMANCE LEVEL, FSN-07:**

**EDUCATION:**

Two years of college or university level studies are required.

**WORK EXPERIENCE:**

Two years of military, security or police experience including one year of USG work. Two years of supervisory experience is required.

**LANGUAGE:**

Level III (fluency in speaking, reading, writing) in English, Ukrainian, and Russian is required.

**KNOWLEDGE:**

Working knowledge of Foreign Affairs Manual pertaining to security and the Bureau of Diplomatic Security's Instruction and Procedures. Knowledge of the general principles of local guard programs. A good working knowledge of guard duties and equipment specific to the U.S. Embassy. Has to be well familiar with the local law enforcement authorizes structures, practices, and policies.

**SKILLS AND ABILITIES:**

Ability to communicate effectively with the local law enforcement officers as well as English speaking and non-English speaking employees and visitors to the U.S. Embassy. Ability to formulate clear and concise security reports for RSO, utilize personal computer and appropriate PC programs, such as MS office, ARIBA, Time and Attendance.

**Must hold a valid driver's license (category B).**

**REQUIRED QUALIFICATIONS FOR THE TRAINING LEVEL, FSN-06:****EDUCATION:**

Two years of college or university level studies are required.

**WORK EXPERIENCE:**

One year of military, security or police experience is required. One year of supervisory experience is required.

**LANGUAGE:**

Level IV (fluency in speaking, reading, writing) in English, Ukrainian, and Russian is required.

**KNOWLEDGE:**

Working knowledge of Foreign Affairs Manual pertaining to security and the Bureau of Diplomatic Security's Instruction and Procedures. Knowledge of the general principles of local guard programs. A good working knowledge of guard duties and equipment specific to the U.S. Embassy. Has to be well familiar with the local law enforcement authorizes structures, practices, and policies.

**SKILLS AND ABILITIES:**

Ability to communicate effectively with the local law enforcement officers as well as English speaking and non-English speaking employees and visitors to the U.S. Embassy. Ability to formulate clear and concise security reports for RSO, utilize personal computer and appropriate PC programs, such as MS office, ARIBA, Time and Attendance.

**Must hold a valid driver's license (category B).**

### APPLICATION AND SELECTION PROCESS:

✓ Effective August 1, 2010 Office of Overseas Employment announced new Universal Application for Employment (DS-174) as a **mandatory** application for any locally recruited positions. To apply for this position all interested candidates should fill out the DS-174 **in English** and submit it to the Embassy Human Resources Office by COB **October 14, 2014**. The new DS-174 is available on the official U.S. Embassy website under the Employment Opportunities section: <http://ukraine.usembassy.gov/job-opportunities.html>.

Universal Application for Employment (DS-174) can be filled out electronically and emailed to: [KyivHR@state.gov](mailto:KyivHR@state.gov) or faxed to: [521-51-55](tel:521-51-55).

**Note:** Only those applications that are received in the Human Resources Office *before* the closing date will be eligible for consideration. Any application package that doesn't include the UAE (DS-174) will be considered incomplete and will not receive further consideration for recruitment.

### ADDITIONAL SELECTION CRITERIA:

- Current employees serving a *probationary period* are not eligible to apply for this position.
- US Citizen EFMs who are currently employed under *Family Member Appointment* (FMA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- US Citizen EFMs and NORs who are currently employed under *Personal Services Agreement* (PSA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- U.S. Veterans and U.S. Citizen EFMs will be given preference in hiring over other *equally qualified candidates* in accordance with Section 301 (c) of the Foreign Service Act of 1980. Candidates who claim *U.S. Veterans hiring preference* must provide a copy of their Form DD-214 with their application. Candidates who claim U.S. Citizen EFMs hiring preference should indicate their EFM status in the application form.
- Only those applicants who are selected for the interviews will be contacted.

### **EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The U.S. Mission in Kyiv provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals

with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

CLEARED: LScott- RSO (by e-mail)